TAB D

PURCHASING TICKETS AND PROCESSING THE ADVANCE FUND

LEGEND		
	Operation	
\bigvee	Permanent	File
∇	Temporary	File
	Review	
	Delay	

TV - Transportation Voucher

Form 33-15 - Request For Advance

Form 33-16 - Accounting By Individual For Advance

Form 33-31 - Transportation Voucher Unnumbered - Record of Payment to Carrier

"Record of Transportation Purchased" form (Proposed)



Procedure for Requesting and Accounting for the Advance of Funds

- 1. The advance will be requested on an original and two carbon copies of Form 33-15. The original, signed and approved, and one copy are presented to the Finance Division as a basis for the advance. The second carbon copy is filed with the Administrative Staff, Transportation Division in the Division files.
- 2. The cash advance will be the responsibility of one man to be designated by the Chief, Transportation Division and will be kept in a strongbox in the Passenger Movement Branch.
- 3. As cash is disbursed the name of the man receiving the money, the amount, and the fare should be noted in an office memo book. When the receipt and extra money, if any, are returned to the box a red check will be made to the right of the entry. This book should be kept in a strongbox.
- 4. A folder will be set up for holding the copies of the "Record of Transportation Purchased" form to be used in this accounting. This folder will be self liquidating. Refer to the Proposed Procedure for Notifying Finance Division of Tickets Purchased for method of completing this form.
- 5. Form 33-16 will be used in accounting for this advance. An original and two carbon copies will be executed listing all receipts. The receipts and copies of the "Record of Transportation Purchased" form mentioned in paragraph 4 above will be attached to the original and one carbon copy of this form (33-16). There is one exception to this. In cases where a receipt for a ticket is available but the corresponding copy of the "Record of Transportation Purchased" form is not yet available, the receipt will be held for the next accounting.
- 6. The original of Form 33-16, one copy, and attachments will be signed, approved, and forwarded to Finance Division for crediting toward the advance. The second copy will be filed with the Administrative Staff, Transportation Division in the Division files.

Proposed Procedure for Notifying Finance Division of Tickets Purchased

- 1. Tickets purchased on short term credit (STCR) will be ordered by telephone and picked up by Agency messenger. Other tickets will be purchased for cash.
- 2. A rough draft copy (written) of the "Record of Transportation Purchased" form will be prepared for each case file as transportation is being arranged. Each ticket should be carefully recorded on this form. If the excess cost is unknown it should be so stated. The cash for this charge may be enclosed with the Finance Division copies.
- 3. The employee's name should always appear at the top of the sheet even though the transportation may be for his dependents only. Concurrent or non-concurrent travel and dependents names, children's ages, and sex will be indicated under "Remarks".
- 4. Staff Agents will be indicated by the omission of a Travel Order number.
- 5. When this rough copy is complete it will be typed on an original and four carbon copies (1/3 if the cash fund is <u>not</u> involved) of the same form (Record of Transportation Purchased).
- 6. The Traffic Officer responsible for the particular case will sign the original and route the original and two copies through the Chief, PMB for approval to the Finance Division. The third carbon copy will be routed to the Personnel Division (Covert) and the fourth will be held pending the cash advance accounting. The rough copy will become a part of the case file. This copy should be retained in place of an extra typewritten copy as it may well include important notations concerning the case.

Approved For Release: CIA-RDP57-00042A000200220056-3 REQUEST FOR ADVANCE

	DATE
1. IT IS REQUESTED THAT CONFIDENTIAL FUNDS BE ADVANCED TO:	
IN THE AMOUNT OF	DOLLARS \$
2. THESE FUNDS ARE REQUIRED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL FOLLOWING GENERAL PURPOSE:	
	<u> </u>
3. THIS ADVANCE IS WITHIN THE SCOPE OF, AND PROPERLY CHARGEABLE TO	
APPROVED PROJECT, ALLOTMEN	
FUNDS RETURNED, IN THE FOLLOWING MANNER: (COMPLETE AND/OR INITIAL A (A) WITHIN DAYS, ACCOUNTING AND/OR REFUND WILL BE MADE TO CH (B) WITHIN DAYS AFTER ARRIVAL AT DESTINATION ACCOUNTING AND REPRESENTATIVE AT (C) A FULL ACCOUNTING WILL BE RENDERED AT THE END OF EACH M ACCOUNTING WILL BE MADE TO THE CHIEF, CONFIDENTIAL FUNDS, C	D/OR REFUND WILL BE MADE TO CONFIDENTIAL FUNDS
	REQUESTING OFFICER
5. APPROVED: DATE TITLE	SIGNATURE
6. I CERTIFY that this request for advance is in accordance with exauthority; and that funds are available in the appropriation and all	
DATE APPROPRIATION ALLOTMENT	CERTIFYING OFFICER
7. RECEIVED FROM	\$
IN THE FORM OF	
FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACC	

	Approved For Rele	ase: CIA-RDP57- BY INDIVIDUAL F	OR ADVANCE)220056-3
NOTE: SEE INSTRUC	CTIONS ON REVERSE SIDE.			
ТО:			DATE	
FROM:				•
SUBJECT:				
ACCOUNTI	ING FOR THE PERIOD FROM		то	INCLUSIVE
1. CASH ON HAND _	(Date of close of	f last accounting peri	1 od) \$	
2. RECEIPTS DURIN	NG ACCOUNTING PERIOD:			
DATE	RECEIPT NO.	DESCRIPTION		
3. EXPENDITURES DI	PURING ACCOUNTING PERIOD FOR	TOTAL TO BE Which reimbursement	ACCOUNTED FOR S	
DATE	VOUCHER NO.	DESCRIPTION		
		·	s	
•				
				,
RETURNED HEREWI		sh, Check, Money Order	<u> </u>	· ·
. CASH ON HAND		•	·	
INCLUDES CASH O	Date of closing ON HAND OR OTHERWISE IN POSSE ACTUAL CASH ON HAND, DESCRIBE	og of this accounting SESSION. TOTAL A	period) ACCOUNTED FOR \$	
. I CERTIFY that the	he expenditures itemized on thin with official business of a confirment of	is accounting and/or att	tached documents, we nd that I have not I voucher and attac	ere necessarily incurre been, nor will I be, re hments, if any, are tru
APPROVED:			SIGN/	ATURE
			•	
DATE	TITLE		SIGNA	ATIIDE
hat the itemized ex	this accounting has been exami satisfactory explanation made expenditures were for necessary s; and that such expenditures an		ots or other substar urnish same; that it	intiating data have bee t appears from such dat
DATE	ADDRESS AND CON DOIL	TARREST PIA DODET	- <u> </u>	0000056 2
VAIL	APAPPROVED For Rele	ABBT: CIA-KUPS/	-UUUGHAMAUEU EUF	PZZWDAGTEER -

FORM NO. JUN 1949 33.16

Approved For ReleaseTRCFA4RDP57-00842A000200220056-3

- 1. If funds in a form other than U. S. Dollars were on hand, received or disbursed during accounting period, all pertinent data, i.e. rate, method of acquisition, etc. must be shown. If advances have been made to third parties insert as separate item (add item 1a) the total of such advances outstanding at the beginning of the accounting period.
- 2. If more space is required to explain receipts, prepare receipt form, number and attach hereto. In every case, completely identify the source of receipts.
- 3. Obtain and number each voucher for expenditures (such voucher can be the receipt obtained from payee). Where no receipt is obtained, prepare certificate in accordance with CFB Regulations, number in sequence with vouchers, and attach hereto, along with all other vouchers. If more space is required to list or explain expenditures, enter in total on this form and attach itemized schedule. If advances to third parties are outstanding at the end of the accounting period insert as separate item (add item 3a) the total of such advances and attach an itemized list or explanation.
- 4. Final credit will not be given for disbursements which are advances to be accounted for. When accountings are obtained list as expenditures or refund of cash as appropriate.

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TO A DEPOSITATION MONORS	DATE DATE	1220000
TRANSPORTATION VOUCHER	ACCOUNT CHARGEABLE	
(CONFIDENTIAL FUNDS)		
PAYEE (See attached invoice)		AMOUNT
TRANSPORTATION FOR:		
	• ,	
AUTHORITY:		
SERVICES FURNISHED:		
SUBJECT'S DATE OF DEPARTURE FROM WASHINGTON, D. C. IS ESTABLISHED A	т:	
CONVENIENCE OF THE GOVERNMENT		
CONVENIENCE OF THE TRAVELER		
I certify that the services represented by the attached invol- portation available at the time the reservation was made. (propriate certification has been affixed to the involce).	ce constitute the low If foreign ship has b	est first-class trans- een reserved, the ap-
Round trip services were acquired.	•	
Round trip services were not acquired inasmuch as it will not be accomplished prior to the expiration of the use of the round-trip portion of the ticket.	: Is anticipated that f the time limit impo	sed by the carrier on
REMARKS:		
APPROVED:		
		IGNATURE
DATE TITLE		
I CERTIFY that this voucher has been examined by me; that been furnished me, or a satisfactory explanation made for th from such data that the itemized materials, services and/or purposes, reimbursement or payment for which is allowable und penditures are properly chargeable to available appropriation	expenditures were to expenditures were to expenditures.	or necessary official
	**************************************	,
Approved For Release : CIA-RDP	57-00042A000200	220056-3 CERTIFYING OFFICER
FORM NO. 33-31		

Approved For Release : CIA-RDP57-00042A000200220056-3

EFFECTIVE 1 MARCH 1953

FOR		
	RECORD OF PAYMENT TO	CARRIER
1.	CARRIER S INVOICE # PAA	DATE
2.	CHECK REQUESTED (DATE)	\$ (AMOUNT)
3.	COST OF SUBJECT'S TRANSPORTATION \$	
4.	SEE MASTER INVOICE FILE FOR PAYMENT RECORD.	
	REMARKS:	

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SECURITY INFORMATION

NAME		DIV 137014	TRAVEL	RDER NO DATE	<u> </u>
DIPARTURE DATE	PCS	FXCFSS CO	OST IF ANY	PAID BY EM CHARGE TO	
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		·			
REMARKS DEPEN	IDENTS NAI	MES WITH AGE	4 SEX OF CHIL	DREN, INDICATE	CONCURRENT TRAVEL
					,
	· -				
I certify that the s	ble ut the	esented by thi time the rise	s form constit	ade. Lif turings sh	ip hus been
FASANUAL +LA MANNA	prints as +	facostion has	Land in the State of the	to the endances	₹
transportation availar reserved, the appropriate APPROVED		fication has	been offixed	to the invoiced	•

Approve or Release : CIA-RDP57-00042A000205520556-3

PRESENT PROCEDURE FOR REQUESTING AND ACCOUNTING FOR THE CASH ADVANCE FUND

	TRESENT TROOPEDO	ONLICATION TO THE	AND ACCOUNTING FOR	THE CASH ADVANCE	FUND
	TRANSPORTATION DIVISION	FINANCE DIVISION	CARRIER		
	Prepar "Reque	e 1/3 copies st For Advance"			
	Piled Admin. Off.	• Tunda			
	Held pe need		am't.		ere en ambre des quanques au éta - que poi
		money, note name, & destination in	oney Purch	ase ticket n receipt	auda di dago di major
	Retucheck	rn excess money, p by notation in bo p receipt & add Tr r # & Allot. #	ok		
• 11	acco	receipts pending unting are 1/3 "Accounting	a Dr. Tuddudduus		
	For	Advance" form list ch receipts to 1/1 & receipts	ing all receipts		
	0/1 Filed Pass. Branch	Credi advar	ted to ce		•
	Filed Admin. Off.				
		**			

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Classification

all material [1/3] carrier's invoice rec'd (indicates: indiv. mase, ticket no., rouling, & amount) [2] Rec'd from Booking [3] Files unlied by name [4] Check mainst travel order for destination, mode, & authority [5] Indicate in writing on Ogl invoice: auth. & allot. no. for employees & div., project, & & Si for Cateff agents. Show excess transportation [7] checked & proofed [8] type into from 6 above on 1/1 invoice [9] prepare 1/h Trans. youther [1] trans. youther attacked to 'A' learnier invoice [1] trans. youther attacked [1] trans. you. to return with check [1] chief reviews [1] Initial 1/O inv. [8] [9] [1] Trans. [1] Trans. [1] Trans. [1] Trans. [1] Trans. [2] Trans. [3] Trans. [4] Chrief" in each file [5] Sign 1/O TV [6] [7] Try [7] Try [8] [8] [9] [9] [9] [9] [9] [9] [9] [9] [9] [9	AUDIT SECTION	CHIEF, BOOKING SEC	CHIEF THAVEL/TD	FINANCE DIVISION	CHIEF TRANSPORTATION DIVISION	CARRIER
all material (indicates: Indiv. name, ticket no., rotting, & amount) 2 Rec'd From Booking. 3 Files bulled by name 3 Check ticket no. & and and search file Check against travel order for destination, mode, & authority Indicate in writing on on i invoice: auth. & allot. no. for employees & div., project, & Sa for Staff Agente. Show To checked & proofed 5 type life from 6 above on l/1 invoice 7 prepar l/h Trans. 9 prepar l/h Trans. 1/1 trans. voucher attached to l/l carrier invoice 1/2 Ty, l/l Inv. 1/2 Ty, l/l Inv. 1/2 Ty, l/l Inv. 1/2 Ty, l/l Inv. 1/3 Sign trans. vou. Init al l/o inv. 1/4 Sign trans. vou. Init al l/o inv. 1/5 Sign l/o Tv 1/6 Carrier' form executed for for each ind. 1/6 Ourrier' in each file 1/7 Inv. Same 1/8 Sign l/o Tv Same 1/9 Nold for check 1/1 held for routine trip Same						·
Rec's from Bookink Files bulled by mane Check bloket no. & amt. mgainst file Check begainst travel order for destination, mode, & authority Indicate in writing on Old invoice: auth. & allow. no. for employees & div., project, & Sa for Staff gents. Show excess transportation Checked & proofed Son 1/1 invoice 1/1 trans. voucher stacked to 1/1 carrier invoice routing sheat attacked to O/1 trans. vou. to return with check 1/2 Ty, 1/1 Inv. Sign trans. vou. "Rec. of Fay. to Sign trans. vou.		(inc	icates: indiv. n	rec'd me, ticket no.,		
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Check against travel order for destination, mode, & authority Indicate in writing on O,1 invoice: auth. & allot. no. for employees & div., project, & Sa for Staff gents. Show excess transportation To checket & proofed Type info from 6 above on 1/1 invoice prepare 1/h Trans. voucher attached to 1/1 carrier invoice routing sheet attached to 0/1 trans. vou. to return with check 1/2 Ty, 1/1 Inv. Rec. of Fay. to 1/2 Ty, 1/1 Inv. 1/3 Carrier from executed for each ind. 1/4 Carrier in each file 1/4 Carrier in each file 1/5 Carrier from executed for each ind. 1/6 Carrier from executed for each ind. 1/7 Carrier from execut	3 Files	bulled by name				
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auth. & allot. no. for employees & div., project, & SA for Staff gents. Show excess transportation 7 checket & proofed 8 on 1/1 invoice 9 prepare 1/h Trans. 1/1 trans. voucher attacked to 1/l carrier invoice routing sheet attacked to 0/1 ### trans. vou. to return with check 12 1/2 TV, 1/1 Inv.	Check destin	against travel ord	er for Fority			
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on 1/1 invoice prepare 1/1 Trans. voucher	7 check	ei & proofed				
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trans. check chief reviews 1/2 TV, 1/1 Inv. 1/2 TV, 1/1 Inv. Initial 1/0 inv. "Rec. of Pay. to Carrier" form executed for each ind. "Rec. of Pay. to Carrier" in each file O/1 TV O/1 Inv Whold for check // held for routine // held for routine // held for routine // Same	1/1 to 1/	rans. voucher atta 1 carrier invoice	ched			
"Rec. of Pay. to Sign trans. vou. Initial 1/0 inv. Carrier form executed for each ind. Rec. of Pay. to Carrier in each file Carrier form executed Carrier form	(//) trans	o vou. to return w				
"Rec. of Pay. to Carrier" form executed for each ind. "Rec. of Pay. to Carrier" form executed for each ind. "Rec. of Pay. to Carrier" in each file O/1 TV O/1 Inv Whold for check held for routine trip Same Sign trans. vou. 1/8 Sign 1/0 TV	12 chies	freviews				
Carrier" form executed for each ind. O/1 TV Mas. Check Check File O/1/TV O/2 Inv Whold for check held for routine trip Same	1/2	Sig				
O/1 TV Was. Check File O/1/TV O/I Inv Whold for check /// held for routine trip Same Same Same	(/3) Carr	ier" form executed	B-me			
O/1/TV O/1 Inv Vhold for check // held for routine trip Same	0/1 TV Mas. Check	"Rec. of Pay. to Carrier" in each	18 S:	gn 1/0 TV		
held for routine trip	0/1/TV 0/1 Inv Whold for	Same				
	held					
(20) attached to 0/1 Trans. you.		Sam		(20) che	eck drawn & tacked to O/1 Trans	ou.

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Classification

PRESENT PROCEDURE FOR AUDITING PASSENGER TICKET BILLS (CONTINUED)

		1	I I I I I I I I I I I I I I I I I I I		·		
	AUDIT SECTION TRAVEL/TD	CHIEF, BOOKING SEC	CHIEF THATEL/ID	FINANCE DIVISION	CHIEF TRANSPORTATION DIVISION	CARRIER	
		chec 0/ 1 lved pending file	k & trans. vou.	20			
	file	individual B Lete "Rec. of Pay. arrier" & file					
6/1 mer	expe	r info in nditure book 1/4 informal memo arrier 1/1 memo 0/1 inv	0/1 memo				-
0/1 memo	o de	chec arrier inv.	73 revie memo	wed & signed	3/ revi	ew royed	
	1/0 memo 0/1/inv. check enve prep	lope	\frac{\frac{37}{chrono}}{}				
	36) nerd	for courier	/O memo, O/1 <u>inv</u> .,	check		receip 0/1 in	t.
	\sqrt{8}\invoide	file	0/1	inv.		(*) 0/1 1h	vol ce

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Classification

PROPOSED PROCEDURE FOR REQUESTING AND ACCOUNTING FOR THE CASH ADVANCE FUND AND NOTIFYING FINANCE DIVISION OF TICKETS PURCHASED

T:		OF TICKETS PURCHAS	5D	
TRANSPORTATION DIVISION	FINANCE DIVISION	CARRIER	PERSONNEL DIV.	
Frepa "Requ	re 1/2 copies est For Advance"			
0/1 2/Filed 2/Admin. Off.	1/1 Adva			
Held pending need				
Telepho	uthority received btain tickets ne call to carrie	er for		
6)STCR ticash ti	cket. Draw advar	receiving cash		
		(8)purcha	STCR ticket or se cash ticket ing receipt	
9 If cash	ket & receipt purchase place r excess money, & p n memo book	eceipt in cash box Lace red check by		- - -
Hold 1	e one copy of "Re ortation Purchase	ord of " in pencil other ticket info	•	Ē
or fan	all tickets obtaining	ed for individual	hased" form	
rough draft /3/Case file	/2 1/1 0/1		0/1 Used to record	
& copie	ng Accounting	By Individual For ceipts. Attach re rans. Pur." form	ceipts	
0/1 youcher	voucher, receipt	s.		